

**U.S. DISTRICT COURT
DISTRICT OF NEW HAMPSHIRE**

**HOW TO ACCESS RESTRICTED DOCUMENTS
IN CRIMINAL CASES THROUGH PACER**

Certain documents in criminal cases, such as Presentence Investigation Reports and Revocation Reports, are sealed at Level I ("restricted"). This means that only counsel of record for the defendant and the government have security permissions to electronically access those documents. Thus, for security reasons there are very specific steps counsel must take to access "restricted" documents, whether received in a Notice of Electronic Filing ("NEF") or whether counsel is attempting to access restricted documents on the docket sheet through PACER.

HOW TO VIEW DOCUMENTS IN NEF: When a pleading or order is filed electronically, counsel of record will receive an NEF in their designated email address. The NEF contains a hyperlink to the document filed. When the recipient clicks on the document hyperlink, a login screen will appear. Enter the attorney of record's **ECF login and password** and click the "Login" button. The document should open for your review and no PACER fee will be charged for your **first look**. If you had previously accessed the document through the document link in the NEF, a second login screen will appear where the user should enter their PACER login and password.

HOW TO VIEW DOCUMENTS ON DOCKET SHEET USING PACER: Counsel of record may also want to review restricted docket entries on the court's docket sheet as well as view restricted electronic documents maintained on the docket sheet in criminal cases. To access electronic documents in these cases, the user should first log in using the attorney of record's **ECF login and password**. Once logged in, the user should click on the "Query" option on the blue menu bar and a second login screen will appear. On the second login screen the user should enter their PACER login and password. The user should then be able to access electronic documents maintained on the docket sheet, but will have to pay the applicable PACER fees.

ELECTRONIC FILING TRAINING AVAILABLE: While ECF Training is not mandatory in this district, persons filing electronically are strongly encouraged to complete the district's interactive training modules on the court's website at www.nhd.uscourts.gov. To access those modules, let your cursor hover on the "Electronic Case Files" link on the left navigation bar on the court's website and then select "ECF Training Material" on the fly away menu. On the training page you should select the link "New Hampshire Computer Based Training Modules."